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# How to maintain a tax code

## Sage 100 Evolution

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Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 1 of 11

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Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 2 of 11

## Table of Contents

Sage 100 Evolution.....	4
1. How to add a new sales tax code?.....	4
2. How to add a new purchase tax code?.....	6
3. How to map a tax code to GST Return column 5a? .....	8
4. Set Default Sales tax code to new tax code .....	9
5. Example -> Use new tax code in new transaction: .....	11

Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 3 of 11

## Sage 100 Evolution

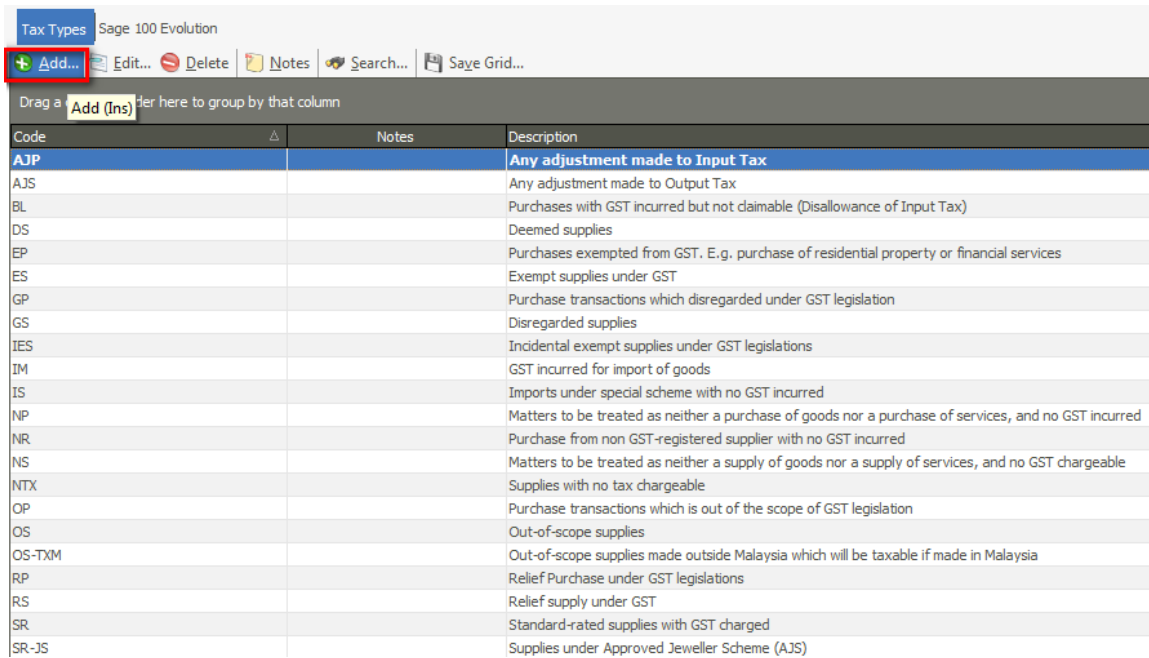
### 1. How to add a new sales tax code?

#### I. Maintenance-> Tax-> Tax Types

Maintenance	Transactions	Reports	Enquiries	Visual Reports
Tax				Major Industry Codes
Common				Tax Groups
General Ledger				Tax Periods
Customers/Sales				<b>Tax Types</b>
Suppliers/Purchases				Tax Box Mapping
Contact Management				Tax Box Setup
Inventory				Tax Defaults
Order Entry				
Fixed Assets				
Delivery Management				
Inventory Issue				
Voucher Management				
Data Export				
Data Import				

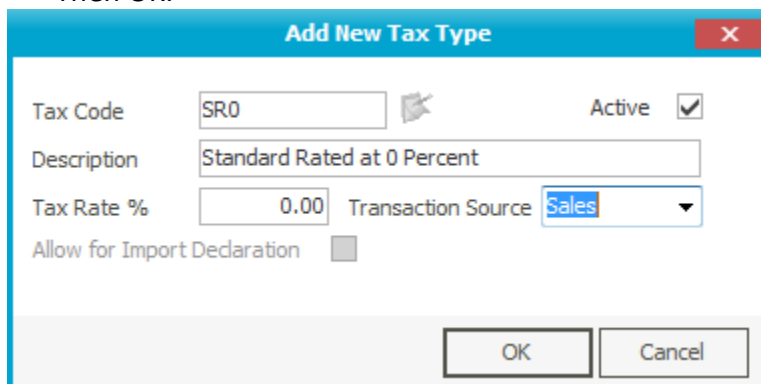
Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 4 of 11

II. Click Add:



III. Enter information below:

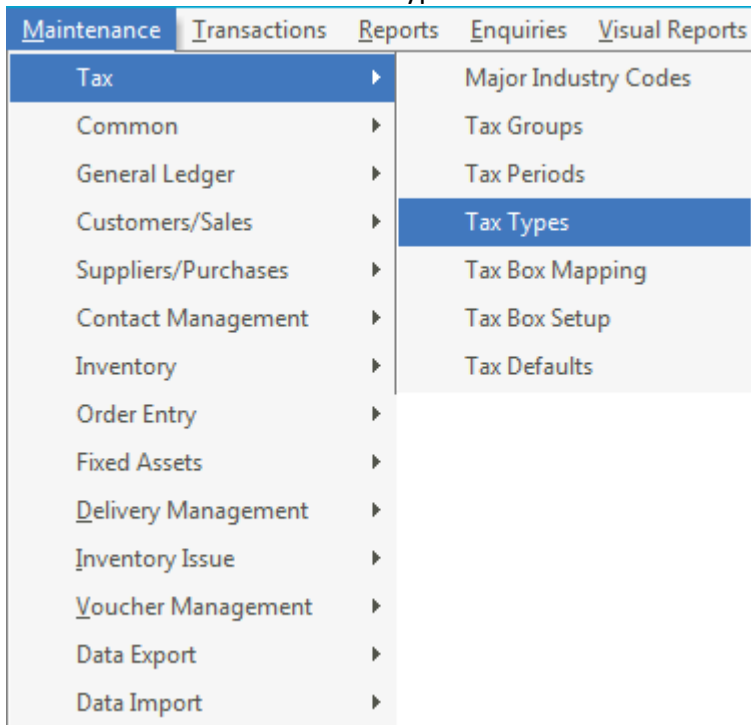
- Tax Code = TX0
- Description = Standard purchase rated at 0 Percent
- Tax% = 0.00
- Transaction type = **Sales**
- Status = Active
- Then OK.



Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 5 of 11

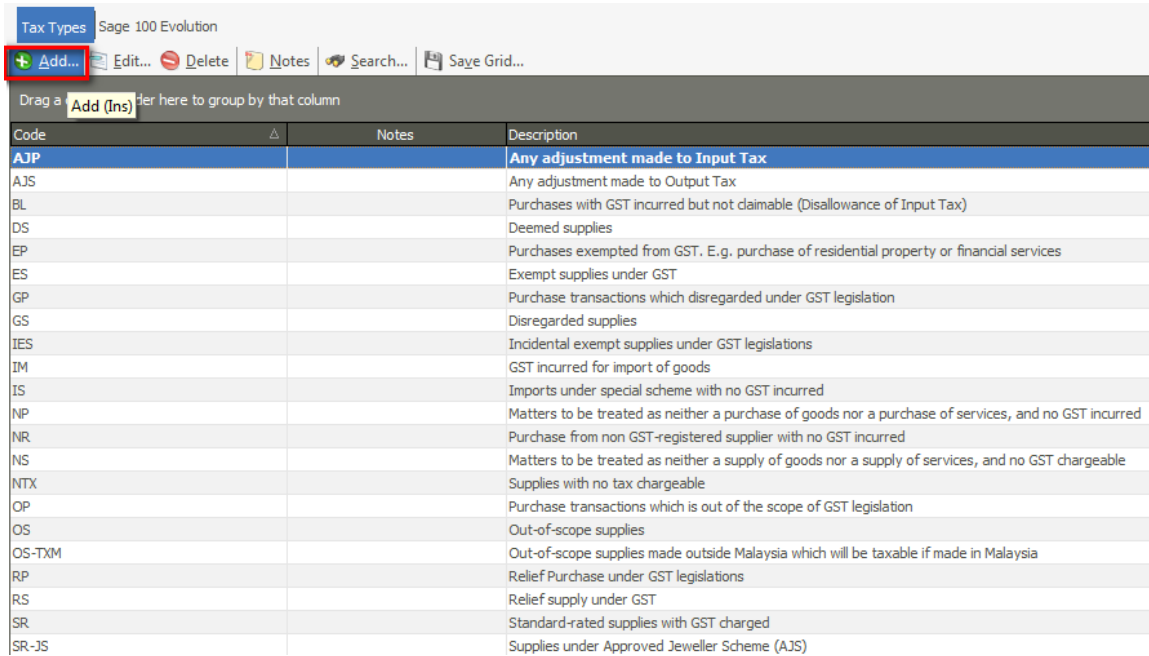
## 2. How to add a new purchase tax code?

### I. Maintenance-> Tax-> Tax Types



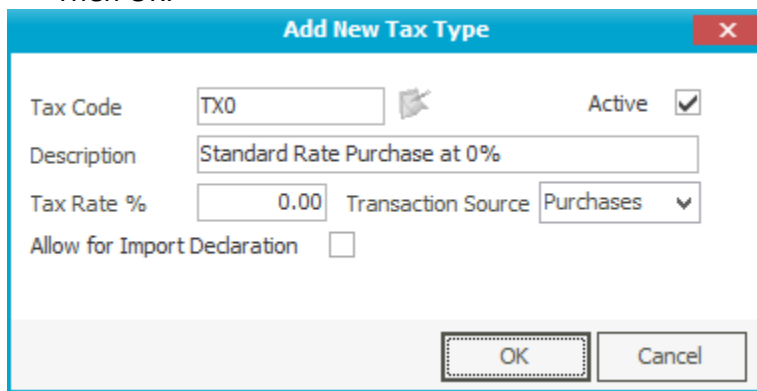
Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 6 of 11

II. Click Add:



III. Enter information below:

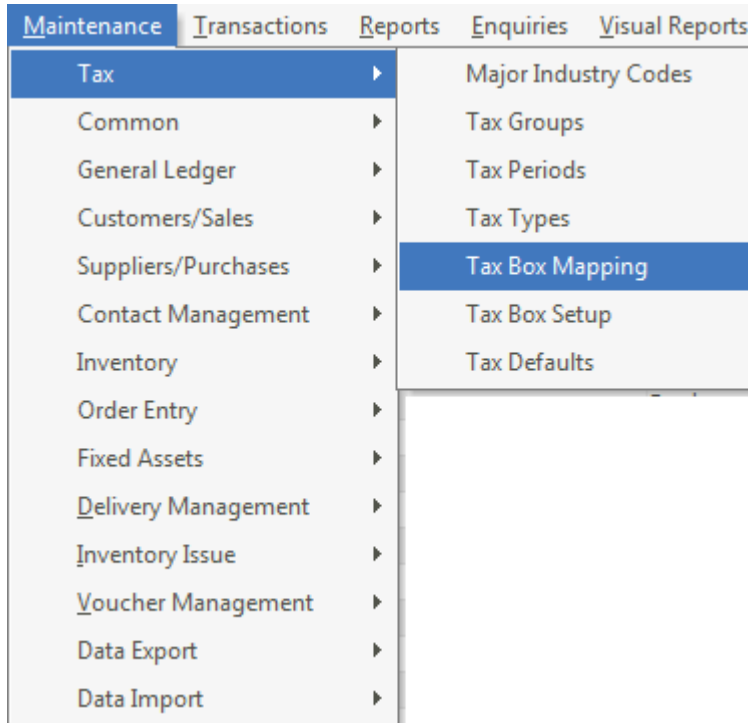
- Tax Code = SR0
- Description = Standard rated at 0 Percent
- Tax% = 0.00
- Transaction type = Purchase
- Status = Active
- Then OK.



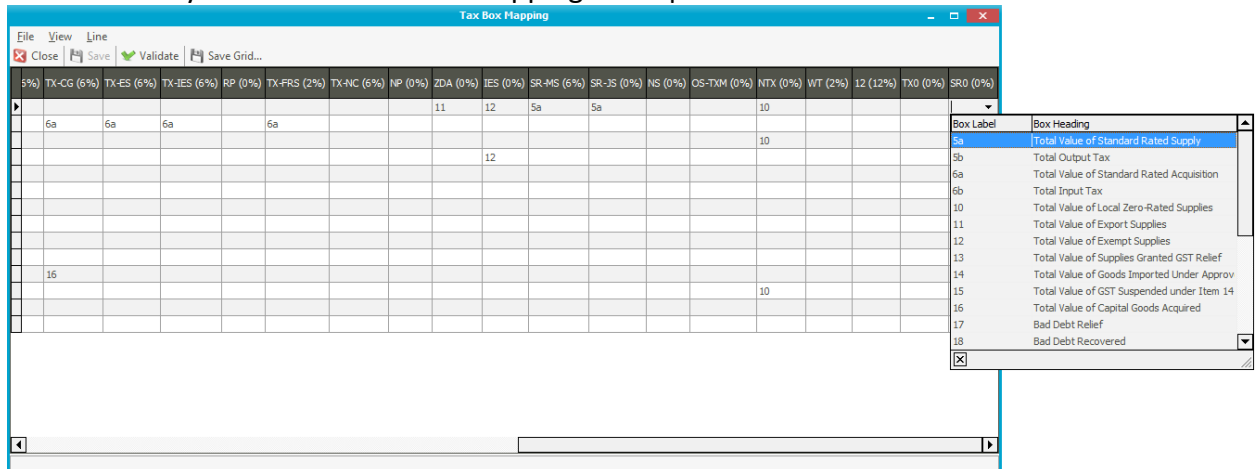
Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 7 of 11

### 3. How to map a tax code to GST Return column 5a?

#### I. Maintenance-> Tax-> Tax Box Mapping



#### II. Look for newly created Tax code -> Mapping to '5a|Total Value of Standard Rate'->Save

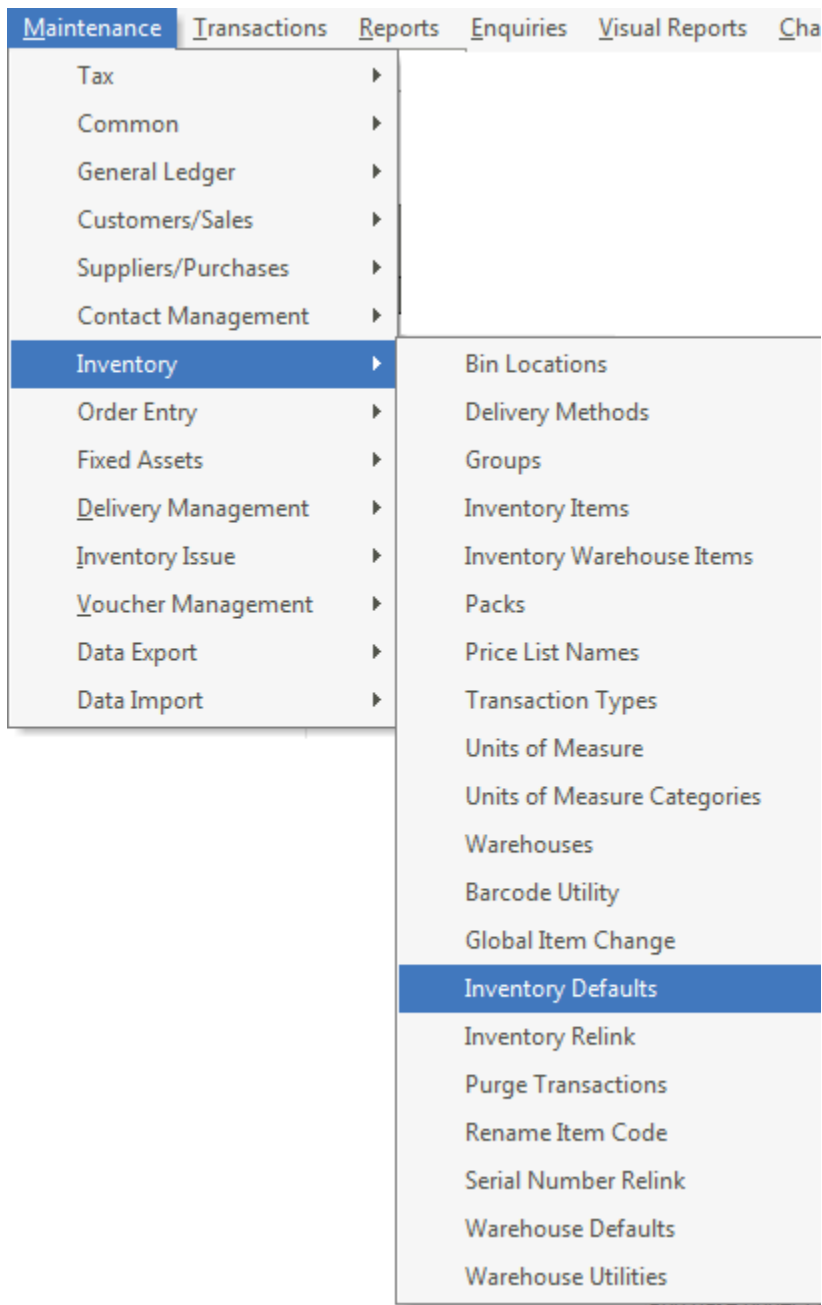


Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 8 of 11



#### 4. Set Default Sales tax code to new tax code

##### I. Maintenance-> Inventory-> Inventory Defaults->



Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 9 of 11

II. Inventory->Invoicing tax types= newly added Tax Code-> OK

**Inventory Defaults**

General  
Entry Options  
**Inventory**  
Invoices  
Quotes  
Credit Notes  
Goods Received Vouchers  
Returns To Suppliers  
Self Billed Supplier Invoice  
Adjustments  
Serial Numbers  
Templates  
Price / Costing  
Journal Batches  
Inventory Count  
Price Update Batches

**Inventory Code Numbering**

Automatic Numbering

Length 4 Length Alpha Part 1  
e.g. 6:3 will Generate ABC001, 7:2 will Generate AB00001  
Sample: **A001**

Uppercase Inventory Numbers Only

**Code Start**

Require filter start (segment Inventory list to increase speed)  
Length  *If this option is selected, an Agent will be required to enter the specified number of characters of a code before a reduced list of Inventory Items will be displayed.*

**Tax Types**

Invoicing SR0 Goods Received Vouchers TX (Purchases ...)

Credit Notes	Tax Code	Description	Rate	TX (Purchases ...)
	DS	Deemed supplies	6	
Service Items	ES	Exempt supplies und	0	
	GS	Disregarded supplies	0	
<input checked="" type="checkbox"/> Use Defau	IES	Incidental exempt su	0	
Default Group	NS	Matters to be treat	0	
	NTX	Supplies with no tax	0	
	OS	Out-of-scope supplie	0	
	OS-TXM	Out-of-scope supplie	0	
	RS	Relief supply under C	0	
	SR	Standard-rated supp	6	
	SR0	Standard Rated at 0	0	
	SR-JS	Supplies under Appro	0	

OK Cancel

Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018
			Page 10 of 11

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5. Example -> Use new tax code in new transaction:

Line	Module	Item	Item Description	Description	Wareh...	Available	Quantity	UOM	Price (Incl)	Tax ...	Tax Rate	Serial/Lot	Disc %	Line Tax	Line Total (incl)
1	ST	APPLE	APPLE	APPLE	N/A	92.00	1.00		RM500.00	SR0		N/A		RM0.00	RM500.00

Tax Code	Description	Rate
AJS	Any adjustment made to Output	6
DS	Deemed supplies	6
ES	Exempt supplies under GST	0
GS	Disregarded supplies	0
IES	Incidental exempt supplies under	0
NS	Matters to be treated as neither	0
NTX	Supplies with no tax chargeable	0
OS	Out-of-scope supplies	0
OS-TXM	Out-of-scope supplies made out	0
RS	Relief supply under GST	0
SR	Standard-rated supplies with GST	6
SR0	Standard rated at 0 Percent	0

Home Totals	
Confirmed	
Exclusive Total	RM 500.00
Tax Amount	RM 0.00
Inclusive Total	RM 500.00

GST Return:

Date	Module	TrCode	Reference	Tax Code	Description	Amount (Incl)	Amount (Excl)	GST Amount
01/06/2018	ST	IS	INV0003	SR0	Invoice	500.00	500.00	0.00

Title	Version	Client Name	Date
How to maintain a tax code	1.0	User Guide	23 May 2018